



ILLINOIS CHEERLEADING COACHES ASSOCIATION POLICIES AND PROCEDURES MANUAL - 2024

CHAPTER 1 – PURPOSE

1.1 Mission

The mission of the Illinois Cheerleading Coaches Association (ICCA) shall be to serve the needs of Illinois cheerleading coaches and their teams through emphasis on the highest standards of professionalism, sportsmanship and safety. (Bylaws, Article II, Section 1)

CHAPTER 2 – MEMBERSHIP

2.0 Membership

- 2.1 Shall provide coaches education
- 2.2 Shall represent members with concerns at the IHSA Cheer Advisory Meeting
- 2.3 Shall keep ICCA website updated with coaching and athlete information
- 2.4 May assist with coach mentoring
- 2.5 Set membership dues annually

CHAPTER 3 – OFFICERS

3.0 Officers

- 3.1 *The President:*
 - 3.1.1 Shall oversee all aspects of the association.
 - 3.1.2 Shall preside at meetings of the association.
 - 3.1.3 Shall serve as Chairman of the Board of Directors and the Executive Board.
 - 3.1.4 Shall appoint those who are to serve on various committees.
 - 3.1.5 Shall call special meetings.
 - 3.1.6 Shall appoint persons to fill unexpired terms of officers as needed.
 - 3.1.7 Shall keep files of contracts currently in force with the association.
 - 3.1.8 Shall get all approved budgeted expenses verified by the Finance Director.
 - 3.1.9 Shall review board meeting minutes for approval and prepare documents for the Website.
 - 3.1.10 Shall respond to the contact me submissions on the website.
 - 3.1.11 Shall appoint a board member to complete the program for Championships.
 - 3.1.12 Shall appoint a board member to handle all social media posts.
 - 3.1.13 Shall appoint an executive board member to prepare the minutes for the executive board meetings.
- 3.2 *Vice President:*
 - 3.2.1 Shall assume the duties of the President in the absence of the President.
 - 3.2.2 Shall attend all board meetings and executive board meetings.
 - 3.2.3 Shall keep updated on the National Federation Spirit Rules.
 - 3.2.4 Shall notify officials of official training dates.
 - 3.2.5 Shall coordinate the officials for Invitationals and Championships.



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- 3.2.6 Shall perform such other duties as may be designated by the Board of Directors and/or the general membership.
- 3.2.7 Shall assign an official or Board Member to fill out the google form for Championship qualifiers.
- 3.2.8 Shall send to the host coaches the link to view the Invitational Registration Spreadsheet and the host packet.
- 3.2.9 Shall share any correspondence on officiating that is sent from the IHSA office.
- 3.2.10 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.2.11 Shall report to the President.
- 3.3 *Finance Director:*
 - 3.3.1 Shall assume the duty of the President in the absence of the President and the Vice President.
 - 3.3.2 Shall attend all board meetings and executive board meetings.
 - 3.3.3 Shall keep accurate records.
 - 3.3.4 Shall prepare a financial statement to be presented to the Board of Directors at each board meeting and/or on a quarterly basis.
 - 3.3.5 Shall be the liaison with the ICCA accountant and ensure all tax returns are submitted to the proper taxing authority.
 - 3.3.6 Shall approve and verify budgeted expenses sent in from other positions.
 - 3.3.7 Shall secure the insurance for ICCA and its events.
 - 3.3.8 Shall be responsible for securing the location for all scheduled board meetings.
 - 3.3.9 Shall maintain and review contracts.
 - 3.3.10 Shall prepare the order for the awards for the Championships.
 - 3.3.11 Shall keep records and prepare payments for Scholarship recipients.
 - 3.3.12 Shall secure ICCA vendors for Invitationals and Championships.
 - 3.3.13 Shall report to the President with the financial updates.
- 3.4 *Secretary/Membership Director:*
 - 3.4.1 Shall attend and keep accurate and official minutes of all general Board of Directors meetings.
 - 3.4.2 Shall be responsible for the distribution of the official minutes of the Board of Directors within one week of the last meeting.
 - 3.4.3 Shall prepare an updated contact list of the Board of Directors.
 - 3.4.4 Shall prepare a spreadsheet with attendance at meetings to share with the Board of Directors.
 - 3.4.5 Shall be at the disposal of the Board of Directors for miscellaneous secretarial duties as needed.
 - 3.4.6 Shall deal with all necessary correspondence.
 - 3.4.7 Shall update policy and procedures with approval of the President.



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- 3.4.8 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.4.9 Shall report to the President and Finance Director
- 3.4.10 Shall receive association record of membership and dues.
- 3.4.11 Shall send an accurate record, including dues, to the Finance Director for deposit.
- 3.4.12 Shall update membership lists to be distributed to the Board of Directors on a weekly basis during the competitive season.
- 3.4.13 Shall check membership on the invitational registrations and report any issues to the President and region representative working the Invitational.
- 3.5 *Scholarship Director:*
 - 3.5.1 Shall attend all board meetings.
 - 3.5.2 Shall prepare the qualifications for scholarship candidates.
 - 3.5.3 Shall preside over the committee that views the video submissions.
 - 3.5.4 Shall preside over the scholarship interviews at Championships.
 - 3.5.5 Shall assure no conflict of interest with the committee or Scholarship Director.
 - 3.5.6 Shall work to secure awards for the finalists.
 - 3.5.7 Shall prepare the list of scholar athletes for the program and the announcer at Championships.
 - 3.5.8 Shall prepare the senior scholar and 8th grade scholar certificates.
 - 3.5.9 Shall send a press release to each Scholarship finalist after review.
 - 3.5.10 Shall send the Scholarship finalists and scholar athletes to the PR Director for website.
 - 3.5.11 Shall inform recipients of expectations at the Championships.
 - 3.5.12 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
 - 3.5.13 Shall report to the Vice President.
- 3.6 *All-State Director:*
 - 3.6.1 Shall attend all board meetings.
 - 3.6.2 Shall prepare the qualifications for all-state candidates.
 - 3.6.3 Shall preside over the committee that selects the finalists.
 - 3.6.4 Shall assure no conflict of interest with the committee or Director.
 - 3.6.5 Shall work to secure awards for the finalists.
 - 3.6.6 Shall send a press release to each finalist after review.
 - 3.6.7 Shall send the All-State finalists to the Public Relations Director for website.
 - 3.6.8 Shall inform recipients of expectations at the Championships.



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- 3.6.9 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.6.10 Shall report to the Vice President.
- 3.7 *Coaches Education Director:*
- 3.7.1 Shall attend all board meetings.
- 3.7.2 Shall keep updated on the National Federation Spirit Rules.
- 3.7.3 Shall be a liason channeling communications with region reps, Conference/Clinics Director, and Vendors on a regular basis.
- 3.7.4 Shall prepare the host packet.
- 3.7.5 Shall act as or appoint a Conference/Clinic Chairman.
 - 3.7.5a Shall determine locations and dates for the Fall/Spring Clinic/Conference.
 - 3.7.5b Shall determine sessions to be taught at each clinic/conference and procure speakers.
 - 3.7.5c Shall be responsible for all the necessities for each facility used.
 - 3.7.5d Shall work with the Marketing Director to prepare the program and evaluation forms.
 - 3.7.5e Shall be responsible for the invitations and reservations for each clinic/conference.
 - 3.7.5f Shall work with the Coaches Education Director on arrangements for vendor displays and gifts for the clinics/conference.
 - 3.7.5g Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.7.6 Shall act as or appoint a Vendor Chairman.
 - 3.7.6a Shall secure vendors for clinics/conferences when needed.
- 3.7.7 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.7.8 Shall report to the President.
- 3.8 *Marketing/Public Relations Director*
- 3.8.1 Shall attend all board meetings.
- 3.8.2 Shall develop PR strategies and initiatives to improve public perception of the organization.
- 3.8.3 Shall create promotional literature about new events and programs.
- 3.8.4 Shall develop and maintain ICCA's image and logo.
- 3.8.5 Shall create and update the Championship registration housed on the website.
- 3.8.6 Shall oversee/maintain ICCA's website. Update the website as needed, all of its media, and keep current all files and postings.
- 3.8.7 Shall send the CONTACT ME forms to the President.



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- 3.8.8 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.8.9 Shall report to the Vice President.
- 3.9** *Region Representatives:*
- 3.9.1 Shall attend all board meetings.
- 3.9.2 Shall be responsible for correspondence to their member schools.
- 3.9.3 Shall locate and make recommendations for individuals to serve as a Delegate(s) for their Region.
- 3.9.4 Shall meet with their area delegates to establish procedures and dates for meetings with their area member schools.
- 3.9.5 Shall vote on behalf of the region at ICCA Board of Directors meetings.
- 3.9.6 Shall attempt to increase membership.
- 3.9.7 When clinics are scheduled in said Region, the Representative shall be in charge.
- 3.9.8 Shall attend or appoint a delegate to assist at each Invitational in their region.
- 3.9.9 Shall get all approved budgeted expenses verified by the Finance Director and copied to the President.
- 3.9.10 Shall report to the Vice President.
- 3.10** *Delegates:*
- 3.10.1 Shall attend all board meetings. .
- 3.10.2 Shall work with the Region Representative to promote ICCA in their region.
- 3.10.3 Shall offer assistance at Invitationals when requested.
- 3.10.4 Shall assist in running the clinic when it is in said Region.
- 3.10.5 Shall be allowed a vote when the Region Representative is not present at a Meeting. (One vote per region)
- 3.10.6 Shall be required to be a delegate for two years before applying for a voting position on the Board of Directors.

CHAPTER 4 – BOARD OF DIRECTORS

4.0 Board of Directors

- 4.1 Attendance
- 4.1.1 At the beginning of each fiscal year, the board shall determine the dates of the Board of Directors Meetings, the Executive Board Meetings, and other ICCA sponsored events.
- 4.1.2 At the beginning of each fiscal year, each board member should commit to attendance at each of the board meetings and sponsored events that the board member is able to attend.



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- 4.1.3 If a board member will miss a meeting or event that they have indicated they would attend (See section 4.1.2), that board member must indicate so to the President at least one week before the scheduled meeting or event. The President will recommend to the Executive Board whether that absence should be deemed excused.
- 4.1.4 In the event of a last minute emergency, if a board member must miss a meeting or event that they indicated they would attend, that board member must indicate so to the President as early as possible. The president will recommend to the Executive Board whether that absence should be deemed excused.
- 4.1.5 The President shall share with the Executive Board, as soon after an absence as possible, his/her recommendation on whether or not the absence should be considered excused. The Executive Board will make the final decision on whether or not the absence is considered excused and report that decision to the Board of Directors and the individual board member who missed the meeting/event.

CHAPTER 5 – EXECUTIVE BOARD

5.0 Executive Board

- 5.1 Shall be made up of 7 members: President, Vice President, Finance Director, and 4 voting members selected by the Board of Directors.
- 5.2 Failure to attend meetings, behavior unbecoming of a board member, or conflict of interest issues may be addressed by the Executive Board and may result in removal from the Board of Directors.

CHAPTER 6 - AWARDS

6.0 Awards

- 6.1 **ALL-STATE**
 - 1. Junior - Senior
 - 2. Athlete must be a member of a current ICCA member team in good standing and compete with the team in at least one invitational.
 - 3. Video submitted online by 11/30
 - 4. Include in application the expectation to attend championships and volunteer
 - 5. Jackets to recipients



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6.2 SCHOLARSHIP

1. Senior athletes only
2. Athlete must be a member of a current ICCA member team in good standing and compete with the team in at least one invitational.
3. Video submitted online by 11/30
4. Any documents mailed must be via a trackable process.
5. Selection of top 10 done by Director plus 3 board members from different parts of the State
6. Interview of finalists at Championships and awards given.

6.3 SCHOLAR ATHLETES

Senior Scholar Athletes and 8th Grade Scholar Athletes will be awarded. All certificates will be given out at Championships or mailed.

6.4 UNSUNG HERO

Two (2) awards to be given each year - one Jr High and one High School if applications received by November 30

Criteria: Someone who makes a solid contribution to their school or community without being recognized for it. Someone who exhibits courage, perseverance, conviction, selflessness, compassion and concern for others.

Requirements: Athlete should be a member of an ICCA Member Team in good standing. A minimum of one letter recommendation from a coach, teacher or community member describing how the applicant embraces the suggested characteristics. Nomination form and Letter or recommendation must be submitted electronically via the ICCA website by December 15. The desire is for this award to be a surprise to the winners

6.5 COACH OF YEAR

Criteria: 7+ years coaching; Letter of recommendation from another coach, administrator or adult ICCA member school.

Winner can be at any level of Coaching - Jr High or High School Information publicized at invitationals, on website, at championships.

Entries submitted via google form online through website with deadline of 1/15.

Award(s) given at Spring Coaches Conference.



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6.6 HALL OF FAME

Criteria: Longtime coach/official/board member (15 years or more)

Loyalty to ICCA.

Nominations to come from current Hall of Fame members or current Board of Directors. Nominations will be due 1/15 and will be awarded in odd numbered years if there are any nominations.

All current Hall of Fame members will vote for winner.

Award will be made by ICCA President who will delegate via chain of command if unable to be in attendance at the Spring Conference.

6.7 FRIENDS OF ICCA

Criteria: Loyalty to ICCA.

Nominations may come from Board Members, submitted electronically by 1/15.

Nominees will be voted on by present members of the Board of Directors.

Award will be presented by ICCA President who will delegate via chain of command if unable to be at the Spring Conference.

6.8 ICCA OUTSTANDING SERVICE AWARD

in honor of ICCA founder Pam Dorner-Saxhaug.

1. Commitment to ICCA
2. Current or former member of board of directors
3. Willing to go above and beyond to serve the organization.
4. Nominations will come from past recipients of the award who will submit names to the President electronically and awarded as needed,
5. Voting will be done by prior recipients and present Board of Directors.

Each year at work weekend discussion will be entertained for awarding the following year. If an award is made, it will be awarded at the spring conference. The President will speak of recipient's qualities and Pam Dorner-Saxhaug will make the presentation if available.

CHAPTER 7 - FINANCES

7.0 Fincances

- 7.1 Bills should be submitted to the treasurer who will work with the accountant to finalize payment.
- 7.2 Payments will be prepared monthly.
- 7.3 Budget will be presented and approved at the first annual meeting of the Board of Directors.



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CHAPTER 8 – AMENDMENT OF POLICY AND PROCEDURES MANUAL

8.0 Amendments

8.1 This Policy and Procedures Manual may be amended by the Board of Directors at any meeting of the Board of Directors. If notice of the amendment, including the wording of the amendment, has been distributed to the board members with the call of the meeting, the vote required to amend the Policy and Procedures Manual is a majority vote of the board members present and voting. If no notice of the amendment is given in the call of the meeting, the vote required to amend the Policy and Procedures Manual shall be either:

- A. A two-thirds vote of the members present and voting, or
- B. A majority vote of the entire voting membership of the Board of Directors.

8.2 Any proviso to the Policy and Procedures Manual shall automatically be removed from the manual, without a vote of the board, when the proviso is no longer needed, which is usually past the date given in the proviso.

CHAPTER 9 – CONFLICT OF INTEREST POLICY

9.0 Amendments

- 14.1 See Appendix A for the Conflict of Interest Policy
- 14.2 See Appendix B for the Conflict of Interest Statement

APPENDICES



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Appendix A

ILLINOIS CHEERLEADING COACHES ASSOCIATION CONFLICT OF INTEREST POLICY

PURPOSE

The purpose of the ICCA Conflict of Interest Policy is to protect ICCA's tax-exempt status and ICCA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

DEFINITIONS

1. **Interested Person**
Any director, principal officer, or member of a committee with governing board–delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest**
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family
 - a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
 - b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
3. **Direct Financial Interest**
A direct financial interest means an interest of a monetary nature, or one which can have a readily ascertainable monetary value, which is under the direct control of the member. The term includes, but is not limited to being an owner, director, shareholder, or creditor of an entity that may benefit from a transaction or arrangement with ICCA.



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4. **Indirect Financial Interest**

An indirect financial interest means an interest of a monetary nature, or one which can have a readily ascertainable monetary value, which is not under the direct control of the member and involves circumstances where a member has a close association, whether professional or personal, with an entity that may benefit from a transaction or arrangement with ICCA.

PROCEDURES

1. **Duty To Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board–delegated powers considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. **Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.



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4. **Violations of the Conflicts-of-Interest Policy**
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

RECORD OF PROCEEDINGS

The minutes of the governing board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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COMPENSATION

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.



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3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

CONFIDENTIALITY

1. No member shall disclose or use information relating to the business of ICCA for the personal profit or advantage of the member.
2. No member shall disclose or use ICCA's roster, mailing lists, or donor names in any form for the personal profit or advantage of the member.

ANNUAL STATEMENTS

Each director, principal officer, and member of a committee with governing board–delegated powers shall annually sign a statement that affirms such person:

1. Has received a copy of the conflict-of-interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

PERIODIC REVIEWS

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining,
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for above, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



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Appendix B

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ILLINOIS CHEERLEADING COACHES ASSOCIATION

CONFLICT OF INTEREST STATEMENT

Your Name: _____

I have reviewed and agree to abide by the current Conflict of Interest Policy of Illinois Cheerleading Coaches Association, a copy of which has been made available to me.

I have no Conflict of Interest to report.

I have the following possible Conflict(s) of Interest to report: _____

I understand that I have an ongoing obligation to promptly disclose a potential conflict of interest to the Board.

I understand that ICCA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

I certify that the information set forth above is true and complete to the best of my knowledge.

Signature

Date